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Assistant Director for Operations

8 January 1957

Chief, Foreign Documents Division

Inspector General's Survey of Foreign Documents Division

REFER : Your memorandum, dated 3 January 1957, same subject

1. The following action has been taken on the recommendations of the Inspector General's Survey of FDD:

a. Recommendation A. On 17 January 1956 FDD Notice No. 56-3 on the subject "A Journalistic Style for FDD Reporting" was issued together with a 6-page treatise on "Free Style Writing" to all employees for guidance. The notice embodied points one through five of Recommendation A. FDD reports have reflected the implementation of these points insofar as feasible within manpower limitations since January 1956. Point 6 of this recommendation (increase in manpower) has not been implemented. However action has been initiated for a project utilizing contractual arrangements that would augment existing FDD facilities and we believe materially effect the implementation of this point. This project has received the approval in principle of the DCI and is in the process of submission to the PRC for approval.

b. Recommendation B. Point 1 of this recommendation was implemented on 28 November 1955 by discontinuance of the FDD Reference Aid series. Points 2 and 3 require implementation by OCR. This was brought to the attention of the AD/CR by memorandum from the AD/O dated 6 January 1956.

c. Recommendation C. Implementing action was taken through an exchange of memoranda between OO and OSI. The first memorandum was sent from AD/O to AD/SI on 6 January 1956. A follow-up memorandum went from the Acting AD/O to the AD/SI on 6 July 1956. A reply concurring in implementation of this recommendation was contained in memorandum from AD/SI to AD/O on 16 July 1956.

d. Recommendation D. On 30 November 1955 Chief, FDD advised FDD Branch Chiefs in a staff meeting of the points contained in this recommendation and instructed them to implement. Implementation was begun then and has continued since.

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e. Recommendation E. This recommendation was not concurred in by AD/O and DD/I. DD/CI allowed action at the discretion of AD/O. Recommendation accordingly has not been implemented.

f. Recommendation F. The following action has been taken:

F.1. A divisional Career Service Panel consisting of the Division Chief as chairman, the Branch Chiefs and Deputy Division Chief as members and the Administrative Officer as secretary has been meeting once a month for the past 2 1/2 years.

F.2a. Development of career plans for all career staff employees was begun on 27 December 1956.

F.2b. Annual training requirements are compiled for OTR and periodically through the year these are scrutinized and revised by the FDD Training Liaison Officer. Minimum manpower requirements have been the subject of discussion by the NSCID-16 Exploitation Subcommittee and action on this has been described under Recommendation A.

F.2c. Identification and training of individuals to meet requirements has been a constant management and career service activity.

F.2d. The FDD Training Liaison Officer maintains an up-to-date roster of all FDD personnel and their language capabilities.

F.2e. Requirements for recruitment of junior personnel were prepared after consultation with the Chief of the JOT Program in OTR and forwarded to him under memorandum from Chief, FDD dated 2 February 1956 and followed up with memoranda on 29 May 1956 from Chief, FDD and 5 June 1956 from Acting Chief, P&C Staff, OO.

F.3. Members of the Career Panel and the Division Chief will review all individual career plans, except those of Branch Chiefs and the Deputy Division Chief. The latter will be reviewed by the Head of the OO Career Service.

F.4. Action will be taken in accordance with memorandum from DAD/O dated 27 December 1956.

g. Recommendation G. Action with DD/I. See DD/I memorandum to DCI dated 3 January 1956, Subject: "Survey of Foreign Documents Division by the Inspector General."

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h. Recommendation H.

H.1. This was brought to the attention of the Director of Security by memorandum from AD/O on 6 January 1956. The Office of Security has been maintaining continual observation of the project since its inception. OS has found that while some unauthorized persons have become aware that the project is doing some translation work for the Agency, there has been no compromise as an Agency covert project.

H.2. There has been no bidding on nor acceptance of translation contracts from other government agencies by the project since September 1955.

H.3. There has been no soliciting of new business from outside sources since June 1955.

H.4. There has been no retention of personnel known to be suspect since June 1955.

H.5. Method of transporting material between the project and Agency buildings has always been established and approved by the Office of Security. Changes are made by SO from time to time. There have been several changes since this recommendation but not necessarily as a result of this recommendation.

H.6. The sterility of records, financial statements and handling of money are all in accord with the Administrative Plan and details are implemented with the guidance and concurrence of OS, Fiscal Division, General Counsel, Audit, Cover Division, Staff C, and Commercial Division. Discussions have been held with each of these offices and especially with OS and they have indicated their satisfaction with current handling.

H.7. Risks in personnel and telephone traffic between the Agency and the project have been discussed on many occasions with OS. They are satisfied that there are no greater risks in present arrangements than must be assumed in any proprietary operation.

i. Recommendation I. A Linguistic Service office was opened for the DD/P complex in "L" Building on 7 May 1956.

j. Recommendation J. Action was taken initially by memorandum from AD/O to Director of Personnel on 6 January 1956. This was followed by memorandum from AD/O to the Chief, Management Staff on 15 February 1956 requesting changes in grades of editorial assistants (proofreaders). Unfavorable reply was received from Director of Personnel on 27 April 1956 after survey by Position Evaluation Division. Following several fruitless

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discussions with members of the Position Evaluation Division, another memorandum was sent from AD/O to Director of Personnel on 25 June 1956 presenting arguments for the case and requesting further review. Further discussions were held with Office of Personnel and finally on 1 August 1956 a compromise grade of GS-5 was approved for editorial assistants.

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